

SECTION VI - Part 4 of 5
PROJECT MANAGEMENT AND INFORMATION TECHNOLOGY TEMPLATES

A002 - Communications Management Plan Coversheet

System:	Item Number: A002
Title: Communications Management Plan	
RFP Reference: Section VI Part 3, O.1	
Date of Submission: <ul style="list-style-type: none">• Ten (30) days after the Contractor starts work• If approval of deliverable is contingent on incorporation of changes specified by CDCR, an updated submission incorporating the changes shall be provided within 10 days.• Updates: The plan shall be updated to track all subsequent changes to management of the project. The plan shall be maintained current to within 22 days of any change (unless otherwise specified and agreed.)	
Distribution: <ul style="list-style-type: none">• CDCR: 2 copies along with a magnetic media containing MS Office format copy• V&V: 1 copy along with a magnetic media containing MS Office format copy	
Approval: CDCR written approval is required.	
Comment: Change pages may be delivered upon approval of changes to the requirements until the cumulative total number of change pages reaches 10% of the final submission, upon which the entire document shall be re-issued.	
Preparation Instructions: <p>The Contractor shall provide this document according to the standards defined in the documentation plan.</p> <p>The deliverable(s) shall include at a minimum the contents of the template in and/or following this coversheet, or equivalent as determined by the Project Director or designee. Providing less information than required in the template or any exceptions shall not be allowed unless advance written permission is obtained from the Project Director or designee.</p>	

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Communication Management Plan Template

1.0 INTRODUCTION

1.1 Scope

Provide a brief description of the project and how this plan inter-relates and integrates with the other Project Management plans.

1.2 Purpose

Provide a detailed description on the contents and purpose of this plan, how this plan will be used on the project, and identify the stakeholders of the project.

2.0 ROLES AND RESPONSIBILITIES

Provide a description of each stakeholder's responsibilities with regard to communications. For example, a Technical Project Manager has a responsibility to ensure project communications needs are met, while a Communications Manager has the responsibility for ensuring that the Communications Plan is executed.

2.1 Project Stakeholders

Identify all of the project stakeholders associated with the project and identify their communications needs. All project stakeholders have different levels of communications needs. For example, the Project Sponsor may only require monthly status reports while the Users may want to be intimately involved in all aspects of the project and want daily status reports and be part of the Project Configuration Control and Risk Management teams. The following are only a few project stakeholders that need to be identified; the complete list is project dependent.

- Technical Project Manager
- User Project Manager
- Project Sponsor
- Division Chief
- Control Agencies
- CDCR Executive Staff
- Project Customer
- End Users
- IV&V Team
- Etc.

3.0 COMMUNICATION PROCESS

For identified project stakeholders, describe how each will be communicated to for their varying communication needs. Some stakeholders may want all communications

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to occur through e-mail, while others may accept e-mail for some communications but require a formal letter for others, such as agreeing to a formal requirements change. Also identify how additional requests for information will be coordinated within the project, and how project information will be processed and tracked. A Communications Process Flow Diagram is helpful for describing this process.

4.0 COMMUNICATION METHODS AND TIMING

For each identified communications method, define the format and general content of the information that should be provided. Also identify the timing of when the communications should occur, such as daily, weekly, monthly, when a Change Request is submitted, when a phase is completed, when a major review is being scheduled, etc. A table containing (1) Communication Tool, (2) Tool Description, (3) Audience/Method, (4) Produced by, and (5) Update/Release may be used for capturing all of the Communications information and helps establish a checklist for when, how, and what format communications correspondence should occur for presentations, monthly status reports, weekly team meetings, etc.

Attachments

Provide any attachments as required, such as Points of Contact Lists, Phone Numbers, Addresses, E-mail Addresses, etc.]